

Schedule 106

LANCASTER CORRECTIONS

JUNE 27, 1989

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	106
	AGENCY, BOARD OR COMMISSION
	LANCASTER COUNTY
	DIVISION, BUREAU OR OTHER UNIT
	CORRECTIONS DEPARTMENT
	Supersedes Edition of February 5, 1982

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	
<i>Les Rogers</i>	
TITLE	DATE
<i>Records Supervisor</i>	<i>6/20/89</i>

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	
<i>Sherrice L. Daniels</i>	
STATE ARCHIVIST	DATE
	<i>23 June 1989</i>

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	
<i>Allen G. Beermann</i>	
ADMINISTRATOR	DATE
	<i>June 27, 1989</i>

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 106 – LANCASTER CORRECTIONS

106-1 JAIL RECORDS

106-1-1 BOOKING HISTORY FILES

File on each arrestee which contains the pre-book-in form, arrest record, property/money form, intake screening form, commitment/disposition sheet, safeguard form, prisoner account fund record, special forms such as: fingerprints requests, money releases, property intake/release forms, acknowledgement of appearance date, incident reports, misconduct forms, pre-book-in injury log, custody release forms, warrant forms, outside agency hold forms, and acceptance/refusal forms.

ORIGINAL RECORD: Microfilm originals after release from facility; dispose of microfilmed records 5 years after release from facility.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM JACKET: Dispose of 10 years after final release from custody.

106-1-2 MEDICAL HISTORY OF INMATES

Files of each inmate receiving medical treatment while at the facility.

Dispose of 75 years after final release from custody.

106-1-3 BOOKING REPORT

Computer report generated by Daily CJIS Command File. Report contains: inmate name, address, D.O.B., arresting information, court date information, type of release made by individual during last 24-hour period.

Transfer to the State Archives after superseded; dispose of at the discretion of the State Archivist.

106-1-4 CELL ASSIGNMENT REPORT

Listing of current cell assignment for all individuals detained. Report contains: name, custody level, height, weight, and cell location.

Transfer to the State Archives after superseded; dispose of at the discretion of the State Archivist.

106-1-5 CELL CHECK LOGS

Documentation of shift head counts and checks for special needs individuals.

Dispose of after 5 years.

106-1-6 INMATE REQUEST FOR ASSISTANCE

Forms used by inmates to ask questions and present requests to staff; answered by Corrections personnel. Forms are maintained for use in responding to inmate legal action against the department.

ORIGINAL RECORD: Retain permanently, or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

106-1-7 VISITORS REGISTER

Documentation of daily visits to inmates. Includes: date, inmate name, and visitor name.

Dispose of after 5 years.

106-1-8 PROGRAM SLIPS

Forms used to document program activity. Forms are maintained for use in responding to inmate legal action against the department.

ORIGINAL RECORD: Retain permanently, or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

106-1-9 BOND RECEIPT BOOKS

Receipt for the posting of pre-arraignment release bonds. Bond forms (pre-numbered)/receipt books are furnished by the Lancaster County Court. Receipts are initialed by County Court officials upon receipt of monies.

Dispose of 5 years after release, replacement, or expiration of bond.

106-1-10 FINES RECEIPT BOOKS

Receipts for the posting of fines to obtain release and/or decrease the number of days to serve towards fines. Receipts are initialed by County Court officials upon receipt of monies.

Dispose of after 5 years provided audit has been completed.¹

106-1-11 MONEY-IN RECEIPT BOOKS

Receipts for monies brought to the facility for inmate funds account. Monies are posted by Account Clerk during the next posting day.

Dispose of after 5 years provided audit has been completed.¹

106-1-12 INMATE ACCOUNTING REPORT

Posting form which indicates all activity for the Inmate Fund Account for the individual posting date.

Dispose of after 5 years provided audit has been completed.¹

106-1-13 COMPUTER INDEX OF BOOKINGS

Similar information as Booking History Files but on-line for use by authorized personnel. Also known as Inquiry Screen.

DISK: Dispose of 2 years after final action of all cases on disk or after superseded, whichever is sooner.

106-1-14 PRISONER BOOK-IN LOG/RELEASE LOG

Listing of all individuals booked and released from the facility during a calendar month. Used for billing purposes, based on length of stay.

COMPUTER PRINTOUT: Dispose of after 5 years.

DISK: Dispose of 2 years after final action of all cases on the disk or after superseded, whichever is sooner.

106-2 GENERAL RECORDS

106-2-1 GRIEVANCES

Records resulting from an inmate complaint against a department policy or procedure. Records generally include complaint form, investigation records, and the director's finding and decision.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Dispose of 75 years after date of latest grievance on the roll.

106-3 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, all records of the Lancaster County Corrections Department may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:

1. The micrographics project shall be registered with the State Records Administrator.
2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet